

Economy and Environment

**APPLICATION FOR POST 16 TRANSPORT ASSISTANCE/TRANSPORT PROVISION**

**From September 2008**

**INFORMATION FOR PARENTS/STUDENTS**

The terms on which free or assisted transport will be provided to Post 16 students has been the subject of consultations and agreement with the Shropshire Post 16 Transport Partnership, which includes representatives from the Local Authority, Shropshire Learning & Skills Council and Shropshire Colleges and Schools.

Entitlement to "Free Provision" or "Assistance" with the costs of transport is determined against the following criteria.

**GENERAL CRITERIA**

- The student will be ordinarily resident in Shropshire.
- The student will be over 16 and under 19 years of age at the start of the course (normally 1 September) concerned.
- The student will be attending the designated post 16 provider for the home address as determined by the Authority. Where the student is not attending the designated post 16 provider for the home address "assistance" or "free provision" may be granted if the qualification or a comparable qualification resulting from the course selected is not able to be gained at the designated post 16 provider. In this respect, parents and students are advised to identify carefully the qualification resulting from the course: if, in the view of the Authority, the qualification or a comparable qualification is available at a nearer post 16 provider, assistance will not normally be granted. Transport will not normally be considered for an A Level Course other than at the designated post 16 provider **even if the student is taking A Level subjects that are not available at the designated post 16 provider.**

Notes:

- For vocational courses, where the designated post 16 provider is outside the County of Shropshire, transport assistance will alternatively be provided to the nearest appropriate Shropshire post 16 provider offering a course.
- Where joint admissions procedures exist in Shrewsbury, Shrewsbury College of Arts and Technology will be recognised by the Authority as jointly serving the same attendance areas as Shrewsbury Sixth Form College.
- The designated Post 16 providers for the villages of Church Stretton, All Stretton and Little Stretton will be either Shrewsbury Sixth Form College/Shrewsbury College of Arts and Technology or Ludlow College.
- The distance between the home and the school/college will be three miles or more measured over the nearest available route (i.e. the shortest walking distance).
- "Free provision" or "assistance" will not be approved where the total single journey time normally exceeds two hours.
- Exceptions to attendance at the designated post 16 provider for 'A' level courses or equivalent will only be considered where students can demonstrate **that their choice of subject is an essential (i.e. not simply desirable) prerequisite to their future course or career plans.** Such exceptions are few and far between because the course provision at the designated post 16 provider is considered satisfactory to meet any future course or career needs (NB: Higher Education establishments do not normally impose specific subject only requirements).
- No transport assistance is available to students on Higher Education courses.
- "Assistance" is dependant on a contribution from the applicant.

**ASSISTANCE**

Students not entitled to "Free Provision" will receive "assistance" only with transport, subject to a contribution from the applicant and entitlement under the general criteria set out above. *Parents are advised to see if there are any alternative and more cost effective transport arrangements available to them before applying.*

Assistance will be given in the way considered most appropriate by the Authority. This will be by:

- Either*
- the provision of a travel pass for existing public bus or rail services,
- or*
- the provision of a travel pass for existing LA or contracted services where seats are available,
- or*
- where no suitable service exists, the payment of travelling expenses at the approved rate.

Following submission of this application you will receive a Pass Request Form saying whether or not you qualify for assistance. If you are entitled to assistance you will be asked for an annual contribution of £192 towards the costs. This payment can either be paid in full or in 3 termly instalments. The pass request form will give you full details and the level of charges. **Please do not send any contribution with this application form.**

The contribution will not be required for students whose families are in receipt of Income Based Job Seekers Allowance, or Income Support, or free school meals or Child Tax Credit with annual income, as assessed by HM Revenue & Customs, of less than £15,575, on 1st September 2008 or subsequently on the date of application.

**Please do not send proof of benefit with this application form.**

**TRAVEL PASSES WILL NOT BE ISSUED UNTIL THE CONTRIBUTION HAS BEEN RECEIVED.** Travel will not be allowed without a pass except on fare paying bus services. The student may be required to pay a fare until the pass has been received. Students not qualifying for assistance cannot contribute and get a pass. A re-application must be made where a student starts a new course.

**The contribution allows a student to have a travel pass for a journey to school/college for the start of the normal school/college day and for a journey at the end of that day. There are no refunds on days that a student does not use the travel pass.**

Post 16 transport "free provision" or "assistance" will only be considered upon receipt of a completed TRAN/16 application form.

**N.B.** The main differences between "Free Provision" and "Assistance" are that "Free Provision" guarantees a seat on a vehicle, and does not require a contribution, whereas under "Assistance" a travel pass for a public service, an LA or contracted route can only be issued if a seat is available and if the contribution has been received.

"Free Provision" also assures link transport is provided to a pick-up point if the distance to that point from the home is not within a reasonable distance. Under "Assistance" travelling expenses only at the appropriate rate would be available.

"Free Provision" also guarantees where necessary, and in appropriate cases, the arrangement of door to door transport.

## **APPLICATION**

- **Application forms should be submitted to the school/college as early as possible to avoid delay in processing applications during the busiest period of the year. It is recommended that applications should be submitted by 31st July so that passes can be made available for the start of the academic year (subject to entitlement and contribution).**
- (Having read the information about the situations in which "Free Provision" might be considered, if you consider that your circumstances would qualify, you should set out your reasons on the bottom of the opposite page).
- Tear off and send the application form to the School/College involved, for signing, and return to Passenger Transport Services.
- Processing of applications in the Passenger Transport Services takes at least two weeks after the application is received from the school/college. **Applicants will be responsible for meeting any interim travel costs.**
- Entitled applicants will be notified by letter of entitlement, and invited to contribute towards the cost of assistance. **A pass will be issued within two weeks of receipt of the contribution.**
- Where applications are granted and it is subsequently found that the applicant does not qualify under the policy, assistance will be cancelled, any pass issued withdrawn and any contribution refunded where appropriate.

## **TRAVEL PASS**

- The travel pass will normally be available for collection by the student at the School/College within two weeks of the contribution or proof of benefits being received by the middle of August, passes will be available at college on the first day of the new term.
- The passes will be valid until the end of the term or academic year (those contributing termly will be invited to contribute for the Spring and Summer term passes towards the end of the previous term and new termly passes will be issued on receipt of the contribution). Where the student becomes 19 years of age during the course, assistance will cease at the end of the academic year in which the 19th birthday falls. If a pass is required for a new course a new application will need to be made.
- If the student leaves School/College during the academic year the pass must be returned to the School/College - failure to do so may result in the applicant being invoiced for any refund lost to the Passenger Transport Services, Economy and Environment Services.

## **SAFETY**

- A code of conduct giving safety advice is available on request at the School/College.
- Parents are fully responsible for the safety and care of their children until they board the transport at the designated pick-up point and, on the return journey, from the moment they alight from the vehicle at the designated drop-off point.

## **CRITERIA FOR PROVISION OF TRANSPORT FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS, EXCLUDED PUPILS AND LOOKED AFTER CHILDREN**

- A pupil's Statement will normally lapse at 16 years of age, unless a pupil is staying on at an LA Sixth Form or where their needs are such that it may be extended, subject to them meeting the criteria for statemented pupils.
- If a child is going on for Further Education or to Sixth Form Education, applications for free transport will be considered on the merits of each case.

The grounds and context for considering free Post 16 transport include:

- Whether the applicant has held a Statement of Special Educational Needs.
- Whether the applicant has a physical or sensory impairment that makes it difficult to access public transport independently.
- Consideration of the distance between the applicant's home and college.
- Consideration of the applicant attending the designated college for the course.
- Whether the applicant has a significant medical condition which is likely to impair their ability to travel independently or which may require them to access medical treatment on route.
- Whether the applicant previously experienced severe behavioural/emotional needs which is likely to impair their ability to travel independently and is likely to be of a long term nature.
- Whether the applicant has significant learning difficulties of a long term nature that might result in limited life skills/poor social skills and a low level of independence or self-esteem.
- Whether the applicant has a severe speech/language impediment and/or communication problems.
- Whether the applicant has been referred to an Educational or Clinical Psychologist.
- Consideration of the complexity of the route from home to the bus stop and the directness of the bus route, including the number of changes.
- Consideration of how vulnerable the applicant is to overtures, sexual or otherwise, of others.
- Consideration of whether the applicant is likely to pose a risk to others.

All requests will normally need to be supported by professional recommendations on completion of the application form, eg Educational Psychologists, School Staff, Connexions, Education Officer.

Students and their parents are advised to discuss transport needs with their college/school and Community Services Directorate, prior to enrolment.

A TRAN 16 form should be completed and submitted to the Council for each application.

Where pupils do not qualify for help with transport on SEN grounds they can apply for assisted transport under the terms of the Council's Post 16 Contribution Scheme, again by using a TRAN 16 form.

Note: Where appropriate, students can be expected to get to the nearest suitable pick-up point, if this is within a reasonable distance from the home.

**FREE PROVISION - OTHER REASONS:**

*If you want to apply on any other grounds, please set out the details below.  
Please continue on separate sheet if necessary.*

**For further information about transport please contact:  
Passenger Transport Services, Economy and Environment,  
The Shirehall, Abbey Foregate, Shrewsbury SY2 6ND.  
Telephone: Shrewsbury (01743) 253030  
[www.Shropshire.gov.uk](http://www.Shropshire.gov.uk)**

APPLICATION FOR POST-16 TRANSPORT ASSISTANCE/TRANSPORT PROVISION

(2008/2009)

DETAILS OF PARENT

MR./MRS./MISS/MS.

FORENAME AND OTHER INITIALS

SURNAME

Grid for MR./MRS./MISS/MS.

Grid for FORENAME AND OTHER INITIALS

Grid for SURNAME

FULL POSTAL ADDRESS

Grid for FULL POSTAL ADDRESS (Line 1)

Grid for FULL POSTAL ADDRESS (Line 2)

Grid for FULL POSTAL ADDRESS (Line 3)

POSTCODE

Grid for POSTCODE

Home Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Box if Student has Statement of Special Educational Needs**

DETAILS OF STUDENT

Surname

Forename and other initials

Grid for Surname

Grid for Forename and other initials

Sex of Student

M/F

Grid for Sex of Student

Day

Grid for Day

Date of Birth

Month

Grid for Month

Year

Grid for Year

School/College To be attended: \_\_\_\_\_

Campus (if applicable) \_\_\_\_\_

State any previous address within the last 3 years : \_\_\_\_\_

Date transport required: \_\_\_\_\_ Bus/Train/Service No. \_\_\_\_\_

Pick up point: \_\_\_\_\_

Course Title & Subjects: \_\_\_\_\_

Parent's/Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SCHOOL/COLLEGE USE

I certify that the above student has applied for the stated course which is full-time.

The course will be completed in \_\_\_\_\_ (month) 20 \_\_\_\_\_ (year)

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

FOR OFFICE USE ONLY

Entitlement

Grid for Entitlement (F X)

Route No.

Grid for Route No.

ROUTE 1

Start Point

Grid for Start Point (Route 1)

End Point

Grid for End Point (Route 1)

Route No.

Grid for Route No.

ROUTE 2

Start Point

Grid for Start Point (Route 2)

End Point

Grid for End Point (Route 2)

